

CONFIDENTIAL**OS REGISTRY**
FILE *Rem 8***ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Proposed ☐Use of Certified Mail ☐

FROM:

Policy Branch
Policy and Plans Group

EXTENSION

NO.

DATE

5 February 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/OPS/PSI

19 FEB 1985

2/19

✓

Attached, for your information, is a copy of subject ☐ initiated by the Office of Logistics and currently being coordinated Agency-wide.

Please direct any comments on subject to this Office by the close of business on Monday, 11 February 1985.

3. C/OPS/PTAS

4.

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14.

C/DSB recommended "unclassified" be ^{placed} in all caps or underlined for emphasis. Peggy, RPD editor was so advised on Feb. 13 Feb. '85

*OS 0113/85***CONFIDENTIAL**

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HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
				1		<p>[] is added to provide the policy and procedures for the use of certified mail.</p> <p>PEN AND INK CHANGES:</p> <p>In the [] Table of Contents, page i, delete "8. Reserved" and substitute "8. USE OF CERTIFIED MAIL."</p> <p>In [] page 9-14, delete "8-9. Reserved."</p>

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Page Denied